Issue Date: March 26, 2001 Revised: October 15, 2001 Page: 6.6-1

Data Collection

DCDS Procedures Manual Section 6.6 - Employee Information Tab

Section 6.6 FUNCTIONS MENU Data Collection/Employee Data Collection Employee Information Tab

Purpose	This section provides the procedures to display employee and non-employee general information, leave balances, and standard distribution data by using the Emp Info tab.
Tabs	Emp Info
Reminders	1. The Emp Info tab is accessed through the Functions, Data Collection, or Employee Data Collection items on the menu bar. 2. The Emp Info tab consists of three bottom tabs. The General Info bottom tab is automatically activated when the Emp Info tab is clicked. The Leave Balance bottom tab allows a user to view various leave balances, accruals as well as balances for the following: Continuous Service Hours Defined Contribution 40, 50, 60 Family Medical Leave (FMLA) Seniority 1, Seniority 2 Since Step Unclassified Z Clearing Coulty Service Hours County Service Hours LOLA Hours (Leave or Layoff Adjustment) Military Hours Other Hours Prior Service Hours Seniority Hours Seniority Hours Voluntary Plan Hours The Std Distribution tab allows a user to view the standard distribution
	coding block data. Continued

Issue Date: March 26, 2001 Revised: October 15, 2001

Data Collection

DCDS Procedures Manual Section 6.6 - Employee Information Tab

Page: **6.6-2**

Employee Information Tab

Reminders (Continued)	3. When a non-employee is selected, the Emp Info tab will display a different window that includes different data related to non-employees. The Leave Balance and Std Distribution bottom tabs will be inactive since non-employees do not accumulate leave balances and do not have a standard distribution defined.
	4. For timekeepers with employees in more than one appointment, the employee's name will display in the Selection List window on the Selection tab for each appointment. The Eff Date indicates which is the most current appointment. Highlight the appointment for which to display the information, and click on the Emp Info tab to display the employee's information.
References	No Specific References

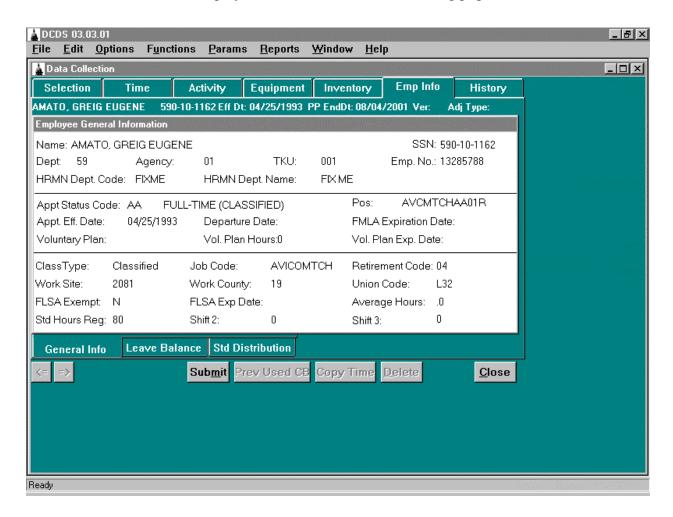
Issue Date: March 26, 2001 Revised: October 15, 2001 Page: 6.6-3

Data Collection

DCDS Procedures Manual Section 6.6 - Employee Information Tab

Emp Info Tab (General Info Bottom Tab)

The following window is displayed when the selection criteria has been entered and the Emp Info tab is selected. The fields displayed are described on the following pages.



Issue Date: March 26, 2001 Revised: October 15, 2001 Page: 6.6-4

Data Collection

DCDS Procedures Manual Section 6.6 - Employee Information Tab

Emp Info Tab (General Info Bottom Tab)

Field Name	Description
Name	The employee's name.
SSN	The employee's Social Security Number.
Dept	The employee's department number.
Agency	The employee's agency number.
TKU	The employee's Timekeeping Unit (TKU) number.
Emp No	The employee's unique identification number assigned by the Human Resource Management Network (HRMN).
HRMN Dept Code	The employee's numeric department code used by the Human Resource Management Network.
HRMN Dept Name	The title associated with the HRMN Department Code.
Appt Status Code	The employee's Appointment Status identifies if the employee is full time classified, part time classified, etc.
Pos	The employee's position number identifies jobs with sets of similar duties, knowledge, skills, and abilities.
Appt Eff Date	The employee's Appointment Effective Date. This is the same as the Eff Date in the Selection List window on the Selection tab.
Departure Date	The employee's Departure Date from position, if on leave or separated.
FMLA Expiration Date	The Family Medical Leave Act expiration date for the employee, if on file.
Voluntary Plan	A code that identifies the plan an employee has enrolled in under the Voluntary Work Schedule Adjustment Program.
Vol Plan Hours	Indicates the number of hours applicable in the Voluntary Work Schedule Adjustment Program.

Issue Date: March 26, 2001 Revised: October 15, 2001 Page: 6.6-5

Data Collection

DCDS Procedures Manual Section 6.6 - Employee Information Tab

Emp Info Tab

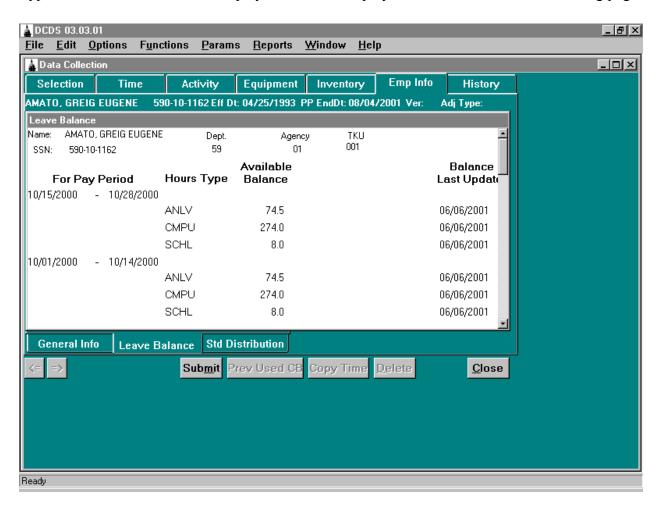
Field Name	Description
Vol Plan Exp Date	Displays the expiration date of the Voluntary Work Schedule Adjustment plan if an employee is participating.
Class Type	The employee's classification (i.e., classified, unclassified, Per Diem, SPS Contractual).
Job Code	A code which identifies an employee's particular job or classification. This code is used for reporting, wage analysis, and other personnel/payroll functions.
Retirement Code	Retirement (pension) plan code assigned to employee.
Work Site	Site code assigned to employee's position.
Work County	The County Code where the employee's position is located.
Union Code	A code that identifies which union an employee belongs.
FLSA Exempt	The Fair Labor Standards Act (FLSA) code which indicates the employee's overtime pay eligibility.
	Y - Not Eligible
	N - Eligible
	Note : A Y* indicates eligibility on an exception basis.
FLSA Exp Date	The Expiration Date of an exception for FLSA overtime approval.
Average Hours	The average of hours for less than full time employees reported for the previous six pay periods.
Std Hours Reg	The employee's first shift regular hours.
Shift 2	The employee's second shift regular hours.
Shift 3	The employee's third shift regular hours.

Page: **6.6-6**Data Collection

DCDS Procedures Manual Section 6.6 - Employee Information Tab

Leave Balance Bottom Tab

The following window is displayed when the Leave Balance bottom tab is selected. Only Hours Types that have a balance will display. The fields displayed are described on the following page.



Issue Date: March 26, 2001 Revised: October 15, 2001

Data Collection

DCDS Procedures Manual Section 6.6 - Employee Information Tab

Page: **6.6-7**

Leave Balance Bottom Tab

Field Name	Description
Name	The employee's name.
SSN	The employee's Social Security Number.
Dept	The employee's department number.
Agency	The employee's agency number.
TKU	The employee's Timekeeping Unit (TKU) number.
For Pay Period	The pay period start and end dates.
Hours Type	The employee's leave hours type as well as the following: Continuous Service Hours Defined Contribution 40, 50, 60 Family Medical Leave (FMLA) Seniority 1, Seniority 2 Since Step Unclassified Z Clearing College/University Service Hours County Service Hours LOLA Hours (Leave or Layoff Adjustment) Military Hours Other Hours Prior Service Hours Seniority Hours Voluntary Plan Hours
Available Balance	Displays the balance of hours available for each hours type. The accrual does not display for the current pay period. To view the accrual amount, scroll to the previous pay period.
Balance Last Updated	Date of the most current hours balance. The date may be different from the pay period end date if hours have been adjusted.

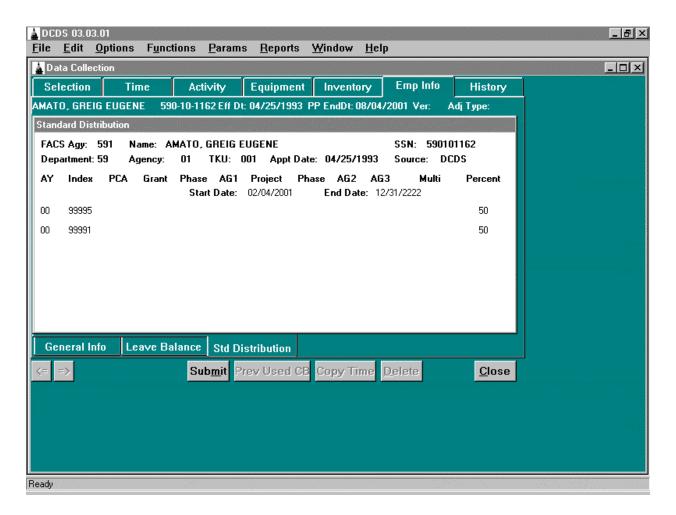
Issue Date: March 26, 2001 Revised: October 15, 2001 Page: 6.6-8

Data Collection

DCDS Procedures Manual Section 6.6 - Employee Information Tab

Std Distribution Bottom Tab

The following window is displayed when the Standard Distribution bottom tab is selected. The fields displayed are described on the following page.



Issue Date: March 26, 2001 Revised: October 15, 2001 Page: 6.6-9
Data Collection

DCDS Procedures Manual Section 6.6 - Employee Information Tab

Std Distribution Bottom Tab

Field Name	Description
FACS Agy	The employee's Financial Administration and Control System (FACS) agency number.
Name	The employee's name.
SSN	The employee's Social Security number.
Department	The employee's department number.
Agency	The employee's agency number.
TKU	The employee's Timekeeping Unit (TKU) number.
Appt Date	The employee's start date for current position. This date is the same as the Eff Date in the Selection List window on the Selection tab.
Coding Block Elements	The coding block defined for standard distribution.
Percent	Percentage of costs applied to a specific row of coding block information.
Start Date	The date the standard distribution will become effective.
End Date	The date the standard distribution will not be effective.

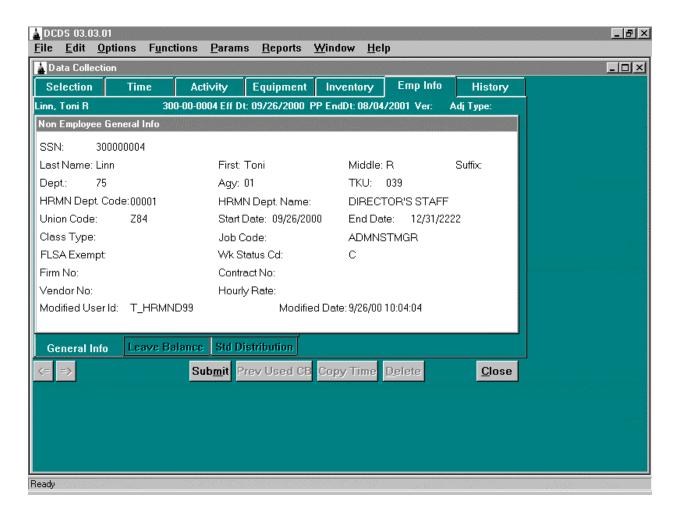
Issue Date: March 26, 2001 Revised: October 15, 2001 Page: 6.6-10

Data Collection

DCDS Procedures Manual Section 6.6 - Employee Information Tab

Emp Info Tab (General Info Bottom Tab) for Non-Employee

The following window is displayed when the selection criteria has been entered and the Emp Info tab is selected. The fields displayed are described on the following pages.



Issue Date: March 26, 2001 Revised: October 15, 2001 Page: 6.6-11

Data Collection

DCDS Procedures Manual Section 6.6 - Employee Information Tab

Emp Info Tab (General Info Bottom Tab) for Non-Employee

Field Name	Description
SSN	The non-employee's Social Security Number.
Name	The non-employee's name (last, first, middle).
Dept	The non-employee's department number.
Agy	The non-employee's agency number.
TKU	The non-employee's Timekeeping Unit (TKU) number.
HRMN Dept Code	The non-employee's numeric department code used by the Human Resource Management Network.
HRMN Dept Name	The title associated with the HRMN Department Code.
Union Code	A code which identifies a non-employee's bargaining unit, if the employee is a pending employee.
Start Date	The start date for a non-employee.
End Date	The end date for a non-employee.
Class Type	The non-employee's classification, if applicable (i.e. Classified, Unclassified, Per Diem, SPS Contractual).
Job Code	A code which identifies a non-employee's particular job or classification. This code is used for reporting, wage analysis and other personnel/payroll functions.

Issue Date: March 26, 2001 Revised: October 15, 2001 Page: 6.6-12

Data Collection

DCDS Procedures Manual Section 6.6 - Employee Information Tab

Emp Info Tab (General Info Bottom Tab) for Non-Employee

Field Name	Description
FLSA Code	The Fair Labor Standards Act (FLSA) code which indicates the non- employee's overtime pay eligibility, if applicable.
	Y - Not Eligible
	N - Eligible
	Note: A Y* indicates eligibility on an exception basis.
Wk Status Cd	A code which indicates the work status of a non-employee
	C - Contractual
	V -Volunteer
	E - Employee
Firm No	The Firm number for non-employee, if applicable.
Contract No.	The non-employee's contract number.
Vendor No.	The non-employee's vendor number.
Hourly Rate	The non-employee's hourly rate.
Modified User ID/Modified Date	The User ID of the last person who made modifications and the date modifications were made.